SUPPLEMENTAL JOB DESCRIPTION

Classification:	Technical Support Specialist VI	Function Code: 9320-003	
Position Title:	Technical Support Specialist VI	Date Established: 8/15/88	
Position Number:	18488	Date of Last Amendment: 6/21/10	

SCOPE OF WORK: To evaluate, select, implement, and maintain database system software and hardware, thus coordinating multi-platform database solutions for the purpose of facilitating current and long-term application solutions for New Hampshire Department of Safety.

ACCOUNTABILITIES:

- Coordinates the design of complex database solutions and coordinates with application developers, users, management and vendors to assure that database functionality, capacity, and performance capabilities are exploited.

- Design, implement, and maintain some of the New Hampshire Department of Safety's data base dictionary and file structures to facilitate agency software solutions.

- Evaluates, selects, and implements database systems performance tools to collect performance data.

- Analyzes suitability of new computer technology and submits recommendations to agency management.

- Researches technical material to identify solutions to current or potential future problems.

- Monitors and reviews hardware and database software for performance optimization, security, capacity planning, and maintenance needs.

- Coordinates with technical staff in the operation and tuning of applications, which use database software and its dependent communication links.

- Develop policies, procedures and standards for database operations, security, integrity, disaster recovery, and licensing to ensure compliance with licensing requirements, department standards, procedures, and best practice.

- Researches resolution to database software and network related problems and issues, interfacing with vendors to finalize technical solutions.

- Trains subordinate technical staff using formal instruction and on the job direction and guidance.

MINIMUM QUALIFICATIONS: See class specification for appropriate minimum qualifications.

License/Certification: Must be eligible to hold a valid New Hampshire driver's license and have access to transportation for use in statewide travel.

SPECIAL REQUIREMENTS: Candidate must have IDMS and SQL Server database administration experience. Candidate must be familiar with IDMS 14 or above and SQL Server 2000 or above.

DISCLAIMER STATEMENT: The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed the content of this supplemental job description with my supervisor.

Employee's Signature	Date Reviewed

Supervisor's Name, Title, Position #: <u>Scott Gentley, Systems Development Specialist VI, Position #19493</u>

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

Supervisor's Signature	Date Reviewed

Jennifer J. Elberfeld **MR**   06/21/10

Division of Personnel	Date Approved